

# Guidelines for bomb threat responses within the City of Tualatin.

## GUIDELINES FOR BOMB THREAT RESPONSES

We take all bomb threats seriously. In order to properly respond to a threat, we are establishing these guidelines for response. It is important to remember, however, that most threats are not followed by the actual detonation of a device. Police officials estimate that more than 99% of threats involve no explosive device. Nonetheless, these guidelines will help ensure a safe and systematic response.

1. If you receive a bomb threat:

a) Listen carefully - try to write down exactly what the person is saying. Near certain heavily used phones, we will be placing the attached "Bomb Threat Checklist" to help if you receive a phone threat.

b) Immediately notify your supervisor.

c) The supervisor is to call 911 immediately.

d) Notify the City Manager/Safety Coordinator/Police Department.

2. If no detonation time is given:

a) Briefly survey your work area for suspicious packages, etc.

b) Begin an orderly evacuation of public and staff.

3. If a future detonation time is given:

a) The employees familiar with the area should conduct a cursory assessment. Look around - be observant - but do not disturb anything.

b) If you find a suspicious package or have finished the assessment, conduct an orderly evacuation immediately.

**REMAIN CALM. REMEMBER YOUR AREA'S EMERGENCY EXIT PLAN. DIRECT PEOPLE TO THE DESIGNATED "SAFE AREA" UNLESS INSTRUCTED OTHERWISE BY THE CITY MANAGER/SAFETY COORDINATOR, OR A LAW ENFORCEMENT AGENT!**

4. The City Manager/Safety Coordinator will notify staff at other city buildings of the threat and of the evacuation procedures.

5. The City manager/Safety Coordinator exercising cautious, prudent judgment will issue a return to work directive when the area is secure.